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O2

A quick guide to your Xda® Exec

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Getting started

Insert your SIM card

Remove the rear cover by gently sliding the square button in the direction of the arrow then lift the cover off.

Lift up the flap of the SIM holder and insert the SIM so that the gold contacts are face down. (You'll need to match the SIM's angled corner to the angled corner of the holder.) Then push the SIM holder lock into place.

Please be careful not to force any of the SIM reader components, as this may cause damage. It doesn't take much pressure to insert the SIM correctly.

Insert the battery and replace the cover

Carefully connect the battery so the gold contacts connect with the row of connectors on

the top left hand side of the Xda Exec (just below the camera lens). You can only fit the battery one way and you shouldn't need to use force.

Gently press the battery down to secure it in place.

Slide the red catch into the Lock position.

Slide the battery cover towards the camera lens then gently snap into place.

Charge the battery

You need to charge the battery fully before using your Xda Exec for the first time.

Connect the AC charger to your Xda Exec and plug it into the wall. We recommend you use the AC adaptor the first time you charge your Xda, and not the PC synchronisation cable.

A solid amber light shows your Xda Exec is being charged. This light will turn green when the battery is fully charged. We recommend you charge the battery for at least eight hours before using your Xda Exec for the first time.

Turn on and set up for the first time

Turn on your Xda Exec by pressing the power button on the left-hand edge.

A welcome screen will appear. It will prompt you to tap the screen to set up your Pocket PC. You can do this by following the on-screen instructions.

Your Xda Exec will start to set itself up and add applications supplied by O_2. After one or two minutes, you'll see a customisation screen which lets you tailor your Xda Exec in a way you're comfortable with.

Personal (default): gives you the full Xda Exec experience, including the O_2 Active menu. We recommend this if you are a new user.

Basic: configures your connection settings and adds extra touches so that the Xda is even easier to use. We recommend this if you're an experienced Xda user or if you want to load third party applications that use the Today screen.

Corporate: a tailored solution from O_2. No settings or O_2 enhancements are installed – this option is only available if your Xda is supplied by your IT manager.

For Personal and Basic options, choose your country and connection settings. The default is Postpay GPRS/3G but you can use the slower GSM settings if you prefer.

Tap Finish to complete your set up. Your Xda Exec will then restart itself.

Enter your PIN

When your Xda Exec restarts, it may ask you to enter the PIN for your SIM. (All new connections to O_2 have a PIN on their SIM.)

Tap in your PIN and select Enter.

Please note: If you enter the wrong PIN three times, the SIM card will be blocked automatically and you won't be able to make or receive any calls, texts or picture messages. To unblock your SIM card, please contact your service provider.

Synchronise with your PC

Because your Xda Exec is designed to complement your PC as a PDA, you can work with the same information in both places. You can synchronise your Xda Exec with Microsoft® Outlook® on your PC. This will let you keep a copy of your address book, appointments and emails on both your Xda Exec and computer. Whenever you add appointments or write emails on your Xda, you can copy them across to your PC each time you connect.

This way, you'll always have a back up copy of your information. To synchronise your Xda Exec with your Windows PC, you need to install Microsoft ActiveSync®. (You'll find ActiveSync on the Companion CD in your Xda Exec box, along with a copy of Microsoft Outlook 2002 and a single PC licence.)

After you've installed ActiveSync, connect the USB cable to your PC and Xda Exec then follow the on-screen instructions to get synchronised.

Section

Work more conveniently

The Xda Exec is one of the most powerful, connected handhelds available. It gives you more control over the way you work – and where you work. It keeps you in touch wherever you go. You can access contact information, take notes, track appointments and much more.

Mobile phone

Use your Xda Exec just like a mobile phone to keep in contact. Get in touch with the office, make video calls to clients or send text messages.

Video and pictures

Take detailed pictures or shoot video with sound. The Xda Exec has a high-resolution camera built-in with flash, and a large high-quality colour screen.

Internet and messaging

Use Outlook Mobile to send and receive emails with attachments, keep track of meetings and events, and keep in sync with Outlook on your PC. Compose and send picture messages, or text your contacts for a fast response.

Internet Explorer Mobile gives you fast connection to the Internet. Do your banking, check your market prices or catch up with the day's news.

A world of connections

With onboard support for 3G/GPRS and Wireless LAN, you have several ways of connecting to the Internet at a range of speeds. Just choose what suits you and your location. Bluetooth means you're wire free and can use your Xda with car kits and headsets.

In the box - What your Xda Exec box contains.

1. Xda Exec – your all-in-one phone and handheld PC

2. Xda Exec battery – to power your Xda Exec

3. Stylus – to operate the touch sensitive screen

4. Connection Cable – to connect your Xda to your PC

5. Xda Exec case – to protect and carry your Xda

6. Warranty Card for Europe or Asia

7. Microsoft Windows Mobile Companion CD, including ActiveSync and Outlook 2002

8. AC Adaptor – to charge your Xda Exec

9. Quick Start Guide – this booklet

10. Microsoft Windows Mobile 5.0 user guide

11. Handsfree stereo headset

Please note: O_2 may change the contents of the Xda Exec box in the future. The images here are purely to illustrate what's in the box; the actual contents may look slightly different.

A tour of your Xda Exec

1. SD/MMC card slot

Insert either MMC or SD cards in this slot. The slot also supports SDIO – please see the Windows Mobile 5.0 user guide to find out more.

2. Microphone

Speak here when making a call or voice recording.

3. Power button

Press and hold to turn the screen backlight on and off (you can also do this using the screen backlight button see number 9 on page 17).
When you close the lid the screen goes off; if you leave the lid open, the backlight will time out (after 30 seconds) and then the screen will switch off.
A single press of the power button will turn the screen on or off.

The phone is turned on at start-up, after the SIM pin is entered. If the screen goes off, the phone will still remain connected.

4. Bluetooth™/Wireless LAN light

This LED will flash blue slowly when Bluetooth is active, and quickly when Bluetooth is being used (such as with a car kit or headset). It will flash green when Wireless LAN is on. It will alternate blue and green when both Bluetooth and Wireless LAN are on.

5. Charge/Coverage/Alarm light

This light has many functions. Here they are from lowest to highest priority:

Phone Coverage: Flashes red when searching for a network to connect to. Flashes green when connected to a GSM/UMTS network.

Alarm: Flashes red quickly when an alarm has been triggered.

Charging: The light turns solid amber during charging.

6. External speaker

Accept calls without even opening the screen – just put your ear to this speaker to listen.

7. Front stereo speakers

8. Volume control

You can change the phone volume by sliding this along. You can also change the PDA volume when in this mode.

9. Screen backlight

Press this to turn the screen backlight on and off.

10. Infrared port

Exchange files or data – without cables – with other devices.

11. Voice record

Press and hold to record a short voice note.

12. Camera

Press to activate the camera function and whenever you want to take a picture/video.

13. Stylus slot and stylus

Keeps the stylus safely and neatly tucked away.

14. Call key

Press to accept a call or to go to the phone keypad. Press and hold this if you want to activate/de-activate the speakerphone during a call.

15. End call key

Press to end a call. Press and hold to end a GPRS/3G data connection.

16. Sync/Charge USB connector

Use this connector when synchronising data or charging your battery.

17. Reset

Sometimes you may need to restart your Xda. Gently press the stylus into this hole to reset your Xda.

18. Headset connector

This connector lets you use your headset to make/receive calls or listen to music. You can also use standard headphones for listening to music but you won't be able to answer/end calls (and there's no microphone to speak into).

Mobile phone mode

With this, the screen is in portrait mode (top to bottom, lengthways) so that you can use your Xda as a normal mobile phone. Use the keys on the left side of the device to make and receive calls. The volume control is on the top right side.

1. End call key
2. Answer key
3. Speaker
4. Volume control
   (up/down)
5. Navigation pad
6. Action key
   (in the middle of the pad)

Laptop mode

In this setting, the screen is in landscape mode (left to right), so that you can use it like a mini-laptop or to make video calls.

7. Answer key
8. Soft key one
   (its function changes depending on which application you're running)
9. Address book
10. Video call key
    (make/receive a video call)

11. Soft key two
    (its function changes depending on which application you're running)
12. End call key
13. Video calling
    You can use the second camera for video calls. To do this, you need to be connected, via 3G/UMTS, to a compatible mobile device.
14. Navigation pad
    You can also use the navigation pad to move around the screen and activate applications.

Navigation bar

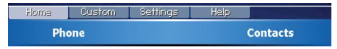
The navigation bar, along the top of the screen, shows the Active name, programme and current time (if selected). Next to the G icon is the notification bar, which is where important messages will be displayed (e.g. New Messages, Low Battery, Voicemail). The bubble icon will appear if you have more than one notification. If you tap the bubble icon, you'll see a second row with these other items:

Status icon	Meaning
	Tap this icon to go to the Today screen at any time. The application you're in at the time won't close
	Tapping this icon will take you to the battery applet, which will give you more information
	Tap to adjust the device volume, and the phone volume
	Battery is only 20% full. You'll need to charge it soon
	Battery is nearly empty
	Battery is empty

Status icon	Meaning
	You're connected to a foreign network (you're roaming)
G 3G	You're connected to GPRS/3G
	You are connecting/connected to GPRS 3G
	Video Telephony is not available (you need to be in 3G coverage for Video Calling to work)
	Battery is being charged
	There is more than one notification
	Speakerphone is active
	You've missed a call
	Searching for an accessible Wireless LAN hotspot
	Connected to a Wireless LAN hotspot
	New instant message in MSN Messenger
	New email, text or picture message(s)

Base menu bar

This bar along the bottom gives you some extra options to control your Xda:



Status icon	Meaning
	Phone is on with strong coverage
	Coverage is average
	Coverage is poor
	Phone is searching for a network to connect to
	Phone is switched off
	There's no network available to connect to, or no SIM in your Xda

Stay connected

Music, pictures, video messaging, games, chat – think of your Xda Exec as a mobile entertainment system to enjoy in your spare time.

Messaging

Your Xda Exec is a powerful device for messaging. Its built-in keyboard makes composing messages and replying to them easy. You can record a short video clip and send it direct to a mobile phone. You can email text, pictures and even sound bites.

Here are some of the options:
Inbox – straight to your mailbox
Email set up – set up your email with just your email address and password. If you set up a number of email accounts, these will all be listed here for easy access
Text – go straight to text messaging
Multimedia – go straight to picture messaging*
MSN Messenger – go straight to MSN's online instant messaging application

* Playback depends on receiving phone model

Calls

Activate the phone application, so you can make a call.

O_2

Activate the web browser and visit the O_2 internet portal, for the latest news and entertainment.

Video

Options to make a video call, or activate the camera in still-shot or video-record mode.

Media centre

Download short video clips from our Mobile Video service, covering sports, fashion, entertainment and the news. Listen to music when out and about, or even play a game to pass the time on the train!

Media centre links you to:
Windows Media Player
Video downloads
Games

Extras

This is how you can customise your Xda Exec. Use Profiles to choose flight, meeting or silent mode. The Hotspot directory tells you where to find O_2 Wireless LAN hotspots and a location finder when you're out and about. Power Save lets you set the phone to switch on and off at your predetermined times e.g. off at 11pm on Friday, on again at 8am Monday. And you can use Task Manager to manage running applications. Extras links you to these helpful applications:
O_2 Hotspot Directory
Task Manager
Bluetooth
Email Setup
Backup/Restore

O_2 Ireland customers should visit www.o2.ie/wirelesszone to find local hotspots

Favourites

A list of your web links–add your own most often used links and tap to go straight there.

Section

Help and troubleshooting

Help online

Need technical help with your Xda Exec? Send an email to our support team:
(UK) o2datasupport@o2.com
(EIRE) support@o2.ie

We will try to get back to you within 24 hours or on the next business day.

Talk to us

If you have any general questions about your Xda Exec, your service provider will be able to help. You'll find their contact details printed on your monthly bill. If you're a corporate customer, we recommend you contact your internal help desk.

Need to ask about charges on your account or services not activated? Please contact the service provider where you bought your Xda from. Our technical support team can only help you with how to use your Xda Exec.

General questions –

Can I use software designed for the Xda II series or Windows Mobile 2003 with my Xda Exec?

Xda Exec uses Microsoft Windows Mobile 5.0 as the core system. Applications written for the Xda II family (such as IIs, IIi or II mini) may not work correctly. You should contact the software vendor to check if the application will work correctly with Windows Mobile 5.0.

Can I receive phone calls or text messages while using the Internet or synchronising email on my Xda Exec?

Yes, you can make and receive phone calls when using Wireless LAN or 3G. In 3G mode, your connection speed will be reduced to around 64kbps during a phone call. This will increase to full speed again when you've finished the call. If you're actively using your connection in GPRS mode, your phone calls will be forwarded as you've chosen in your phone settings e.g. diverted to voicemail (if it's set up) or another number. However, you can make and receive calls if your GPRS is idle.

What are the maximum speeds of GPRS and 3G?

In GPRS mode, Xda Exec has a download speed up to 53kbps, and upload speed up to 26kbps. In 3G mode, the download speed is up to 128kbps, and upload speed is up to 64kbps.

What happens if I move in and out of 3G coverage?

If this happens, your Xda will automatically switch over to GPRS (if it's available). If you're transferring data while the changeover happens, there'll be a pause of up to 60 seconds. Your data will then start flowing again.

How do I turn the phone off and go into PDA mode?

Tap the antenna icon at the top of the screen, and select Turn on flight mode.

When I'm overseas, why do I see a white triangle at the top of the screen?

The triangle means you're roaming on a foreign network and roaming charges apply.

Can I close applications using one of the buttons?

In PDA mode, press the End call key. In laptop mode, press the OK key or the End call key or tap the X in the top right corner of the application.

How can I display my own number?

Choose Start > Programs > SIM Manager > Tools > List of Own Numbers. Tap number 1 in the list. Tap in your name and mobile number. Tap Change. Tap OK to exit. If you choose Phone > Menu > Tools > Options, you'll see your number.

How do I set up my email account to regularly check for new email?

First, create an email account. In the O_2 Active menu select Messaging > Email Set up and follow the instructions. Once complete, tap Start > Messaging > Menu > Tools > Options > Accounts. Tap on your email account. Tap Next three times. Tap Options. Tick Connect and Check for messages every: and type a number in minutes up to 60,

or leave it as the default of 15 minutes. Tap Next twice and then Finish.
(Charges may apply if you frequently check for email.)

How can I delete email from my mail server?

By default, your Xda will only download a copy of the email from your mailbox. To delete them from your mailbox, select Start > Messaging > Inbox > Menu > Tools > Options > Storage. Change the Empty deleted items dropdown box to Immediately. The next time you synchronise with your mailbox, the emails should be deleted. However, your Internet Service Provider (ISP) may not support this service.